

Friends of Longwick Committee Meeting Minutes

Monday 17th March 2025

Attendees

Vicky Clarke (VC) - Chair
Rachel Armstrong (RA)- Treasurer
Alix Locke (AL) - Secretary
Caroline Byrom (CB)
Abby Dunn (AD)
Hannah Moore (HM)
Mr J Hultman- Teacher representative (JH)

Apologies

Sharon Skinner, Gemma Lunnon, Yanru Chen, Kat Spybey, Hayley Parkes, Jessica Smith.

Treasurers Update

Current funds in the bank £23,070

Artshow made an incredible £11,058

After known commitments and other possible 2025/2026 commitments £16,309 funds available.

(See table below for full details)

Cash Flow for 2024-25		17/03/2025
	£	Comment
Total opening balance (01/09/24)	14,238	
Fundraising events		
Art Show	11,287	Final figure will be £11,058
Christmas Fayre	2,166	
School Lottery	394	
Christmas Cards	187	
Asda Cash Pot	130	
Second Hand Uniform	68	
Doughnut Sale	76	
B2S Recycling	22	
Easy Fundraising	17	
Disco	(45)	
Total Fundraising	14,302	
Expenditure		
School Trips	(2,000)	
White Rose Maths	(1,173)	
Purple Mash	(850)	
STEM show	(648)	
Class Spend pot	(420)	
A5 Canvases for Art display	(152)	
Usborne Books Top Up	(57)	
Christmas Crackers	(56)	
Total Expenditure	(5,356)	
Lottery License	(20)	
Parentkind	(162)	Includes insurance
Other (incl. interest)	68	
Closing balance	23,070	Current funds in bank
Commitments		
Art Show	229	Final payments to be made
M&M Theatre visit (Jun 24)	550	Actual cost £550 + VAT
School website	380	Total £750. Also allocate £370 Quiz Parentmail money
Reception Starter Packs	150	
Year 6 Leavers Party	100	
Audit Fee	30	
Yr6 Post SATS ice creams	20	
Class Pot for Sept25	301	Running total (10% total fundraising, less Art Show)
Other 2025/26 commitments	5,000	Purple Mash, White Rose, Trips etc.
Remaining funds	16,309	

Artshow Outcome/Feedback

The event went very well, with a great fundraising result. Lots of great feedback from artists, visitors and posts on social media.

Some prospective new parents to the school also used the event to look around.

Finding volunteers to help run the event was hard again but volunteer numbers were particularly low this year which prompted a discussion about having a drive to get more people to join the PTA.

There was disappointment that Artwork had not been completed by many school children this year, having not been organised to have been done at school. This resulted in less school parents attending to buy and view their children's artwork and therefore loss of financial contribution from this area to the fundraising total. There was also disappointment from the children who had completed artwork that it wasn't displayed clearly.

ACTION

JH will feedback to the school the comments regarding the children's artwork contribution and that this needs to be planned better for future events and with artwork completed in school.

Matters arising/updates from the previous meeting

Board games afternoon.

Saturday 22nd March 2.15pm-3.45pm. Parent mail/info sent. AL and Corrina Hutchinson helping. Refreshments and 2nd hand games to purchase also available. More squash needed.

ACTION

CB leading event.

VC to buy more squash.

Adult clothes swap.

CB has drafted a parent mail to gauge interest for this event. Just waiting for school office to confirm able to sent forms out since swapping to new admin system.

ACTION

CB will send parent mail once confirmation has been received from the school office.

Silent disco

Discussion of whether to postpone this event. No details have been confirmed or sent out to parents and under 2 weeks until proposed event due to take place. Discussion of purchasing or borrowing lights for the event. Currently unsure if able to send forms out with disco information to parents with new school admin system. Would have to generate paper consent forms to go in book bags.

ACTION

AL to contact office and confirm whether forms can be sent out to parents.

AL to contact Longwick preschool re possible borrowing of disco lights.

VC to speak with Miss Laver about the event and possible postponement.

Longwick Fete Saturday 3rd May

HM confirmed stall booked just needed to submit Fete paperwork.

Parent mail to be generated for sweet filled jam jars to be donated after Easter.

ACTION

HM to complete fete paperwork and generate parent mail about jam jar donations.

Bag2school clothing collection.

AL confirmed next clothing collection booked for Wednesday 14th May.

ACTION

AL will lead event.

New Library system

Committee advised that not had any further information regarding this to consider funding.

ACTION

JH to speak to school regarding which new system/details and costs involved.

Forest School

Committee advised that received no date or information for proposed forest school tidy day.
New forest school lead due to start after Easter holidays.
Committee advised still happy to help with this proposal.

ACTION

Await start of new forest lead and then review proposal again at next Friends meeting.

Adoption of policies.

Review and adoption of the following policies - complaints procedure, financial control and expenses policy and safeguarding policy.

ACTION

VC to sign updated policies. AL to email copies to the school office.

New Outdoor play equipment.

Discussion of previous request to fund new low play trail equipment (quote approx £8,000) now Christmas Fayre and Artshow funding in.
Likely new quote would need to be sort. Also unsure if this is still a funding priority for the school?
JW currently absent to discuss but Committee confirmed still liked proposal.
VC expressed that PTA would like close relationship with teachers and subject leads to help fund activities that they may wish to pursue. JH discussed possible membership to Oxford Science allowing sharing of science equipment and resources.

ACTION

Postpone vote for funding new outdoor equipment.
JH to feedback to teachers possible funding available for subject/topic experiences resources from Friends.

2nd hand uniform date.

Next sale date Tuesday 29th April.

ACTION

CB/AL to lead.

Amazon wish lists

CB suggested again class teachers compiling amazon wish lists to enable parents to donate items that are needed in class. Gave examples from other schools - some items stationary, resources. Books required for class reading lists etc.

Committee discussed that Friends happy to help post these and also put them on school website for parents to access.

ACTION

JH to feedback to teachers.

AOB

Shared Storage shed for RRJFC/school

Risborough Rangers junior football club (RRJFC) use the school at weekends for training and matches. They would like to be able to store some sports equipment at the school. They have proposed a new large shed which could be shared with the school. School asking if Friends would pay for half the cost of the shed.

The two sheds currently outside Yr4 class room would be dismantled. The caretaker will measure up to help provide costs. Committee unwilling to vote to fund until advised of the cost as this could vary a lot depending on size.

ACTION

School to let Friends know costs involved. VC also will speak with RRJFC as knows them well to see if can get further info.

Bike Storage

Bike shelter looked at 6 x 4m is no bigger than current shelter in place. Also bike storage wall frame has been found at school that could be used if appropriate position found. Also had no confirmed decision from school about relocating storage nearer to Dorrells road entrance gates.

ACTION

Await further confirmation from school.

Funding projections for next year.

Friends requested a list of funding commitments/projections for 2025/2026 from the school to help with future planning.

ACTION

JH to take back request to school.

Recycling A4 work books.

VC enquired whether A4 work books could be recycled. Huge number come home at the end of school year with the children and many have only had a few pages used. Could these not be brought back and used again the following year? or the work removed and the books brought back for reuse?

ACTION

JH to feedback to the school.

NEXT MEETING DATE - Monday 12th May 2025

